

TRANSITPERSUINST 5100.1A
Code 01
20 May 03

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 5100.1A

Subj: COMMAND SAFETY PROGRAM

Ref: (a) SUBASEBANGORINST 5100.1E
(b) OPNAVINST 5100.23F

1. Purpose. To implement and support the policy, guidance, requirements, and responsibility for the administration of the Command's Safety Program delineated in references (a) and (b).

2. Cancellation. TRANSITPERSUNIT 5100.1

3. Discussion. Safety is everyone's responsibility. The acceptance of this responsibility is a condition of employment. To aid all personnel in carrying out this responsibility, the SUBASE Bangor occupational Safety and Health (OSH) Program is organized under the staff direction of the ODH office. It cannot be over emphasized that acceptance of personal responsibility by each and every person is absolutely essential to the operation of an effective and successful OSH Program.

4. Policy. Our policy is to minimize the exposure of both staff and transient personnel to accidental injury or to conditions that may adversely affect their health and well-being. Management is responsible for the safety of its personnel and their working conditions. The OSH Office provides staff assistance to management. Each supervisor is responsible for enforcing the provisions outlined in reference (a), as they apply to the supervisor's work group. All personnel shall be briefed on the content of reference (a) as it applies to them and their work unit. All personnel are responsible for safely performing their jobs, maintaining a sense of safety awareness, and promptly reporting unsafe or unhealthful working conditions.

5. Responsibility.

a. The Commanding Officer is directly responsible for the establishment, overall direction and maintenance of the safety program.

b. The Executive Officer shall:

(1) Administer and enforce the Command Safety Program as set forth in references (a) and (b).

(2) Keep the Commanding Officer advised of the status of the command safety program.

(3) Select a Safety Representative on the basis of his/her knowledge of the command and commitment to its program.

c. The Safety Representative shall:

(1) Promote and influence a high level of safety awareness, and emphasize accident prevention.

(2) Comply with duties and responsibilities as set forth in references (a) and (b).

6. Action. To promote the objectives of the total SUBASE Bangor Safety Policy, all Transient Personnel Unit personnel will:

a. Comply with references (a) and (b).

b. Direct questions concerning safety and health to the Command Safety Representative, and/or OSH Manager, the Branch Medical Clinic, Bangor Industrial Hygienist for assistance or clarification.

c. Ensure personnel are not coerced, discriminated against or suffer any other type of reprisals for participating in the NAVOSH Program.

d. Report to the Command Safety Representative any omissions or errors discovered in references (a) and (b), as well as any recommendations for changes.

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D. R. MONROE

Distribution:

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